



## **AYFIE DATA RETENTION POLICY**

### **Data Retention Policy – Ayfie Chat With Your Documents Service**

Effective: April 20, 2023

#### **1. Purpose**

The purpose of this policy is to outline how long data is retained by our service and the process for deleting it. We are committed to protecting the privacy of our users and ensuring compliance with applicable data protection laws and regulations.

#### **2. Types of Data Collected**

Our service stores all data provided during a chat session for a period of 24 hours. This data could include text, documents, or other types of data that the user chooses to share with our service.

#### **3. Data Retention Periods**

We will retain the data provided during a chat session for a period of 24 hours. After 24 hours, the data will be automatically deleted.

#### **4. Data Deletion Process**

We have implemented automated processes to delete all data provided during a chat session after 24 hours. No personal or usage data will be retained beyond this period.

#### **5. OpenAI Data Retention Policy**

As our service is based on the OpenAI platform, OpenAI will also collect the data that is provided during a chat session. We refer to OpenAI's data retention policy for information on how long they will retain this data. Users can find information on OpenAI's data retention policy at <https://openai.com/policies/privacy-policy>

#### **6. Data Security**

We take appropriate technical and organizational measures to ensure the security of data provided during a chat session and protect it against unauthorized or unlawful processing, accidental loss, destruction, or damage. We regularly review and update our security measures to ensure they remain effective and adequate.

#### **7. Changes to this Policy**

We reserve the right to update this policy from time to time to reflect changes in our data retention practices or legal obligations. Users will be notified of any material changes to this policy via email or through our service.

#### **Ayfie AS**

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